



Windsor High School and Sixth Form

The Biometric Cashless Catering System

What it is and how it works

What is a Cashless System

At the heart of the cashless system there is a computer controlled by I.M.P.A.C.T – Software. This allows the system to recognise each individual student, hold individual cash balances, record cash spent, cash received and record where money is spent, on what food, on any specific date and time of day. This software will be able to generate reports to parents giving details about credit payments made into the system and the food items purchased.

How does the system work?

Students are registered onto the system (via the biometric/fingerprint system). This sets them up with an individual account, which will include details of their name, tutor group and an identification photograph. This account is then pre-credited with money to enable the student to purchase meals.

Please note: we will programme into the system a daily spend limit of £5.00 per student. However, this can be increased or decreased for an individual student by making a written request to the school.

Paying in money to credit the account can be done via any one of the following ways:

- (1) **By cheque** – Parents can send a cheque into school (made payable to Windsor High School and Sixth Form). There is a “post box” located in the dining hall for the collection of all “dinner money” cheques. Catering staff then enter the cheque amounts for each student onto the system. Once entered the money is available to spend. If you have more than one child at the school you can write just one cheque covering all the students. In all cases please ensure you write on the reverse of the cheque – the child’s name and tutor group.
- (2) **By cash** – via the “Revaluation Units” – The school has two revaluation units – one located in the foyer area by the dining hall/science labs and another located in the dining hall. These are wall mounted units and will accept coins and notes. To pay money into the revaluation units students simply access their account using their finger. Their name and current balance will appear in the window. The cash is then inserted (coins/notes) and the new balance is immediately displayed.
- (3) **By Parentmail** – You will require to be registered on Parentmail (the school can assist with this process), you can then top up your account electronically.

Obtaining a meal in the dining hall

Students will enter the dining hall and select their food choice in the usual way. They will then go to one of the “cashless” till points, where they will touch a finger recognition image scanner. This will show the till server the students name, tutor group and current cash balance. The server will enter the food items selected and this will show in the display, which students will see. This display will also show students the amount spent and the new cash balance.

Students can keep a check of their current balance either at the till points or via the revaluation units. Again access is via the finger recognition reader.

What control restrictions will be in place?

It is recognised that many parents may want to pre-pay for meals a week, month or even a whole term in advance and some daily restrictions are required to control how much students can spend in one day.

As already stated the school will set a **daily spend limit of £5.00 per student**. However, on request this amount can be amended individually for each student.

Please note that for those who prefer to pay daily, this will still be possible but must be via the revaluation units.

What happens if a student does not have sufficient money in their account to pay for a school dinner?

We operate a system to enable a student to have a school meal by “loaning” them the equivalent of one days lunch money. Note this will be limited to £2.20 per student and can only be made for one day and the student will be expected the following day to re-pay this loan and top up their account.

What happens to those students who are entitled to a “free school meal”

The system works exactly the same for all students, except that for those students eligible for free school meals, the school will centrally credit on a daily basis the free school meal allowance to their account. This credit can only be used by students during dinner break. Students on free school meals can also top up their account with additional monies for use at break-time etc.

This is one of the benefits of this system, it removes the stigma of “free school meals”.

Dietary control – options

Any students with specific food allergies, or other medical conditions which require special diets, can have this information entered onto the system which will be used to monitor and prevent specific food being served.

Will students find the system difficult to use?

The school will provide training to all students on how to use the system and advice on how to control their accounts. This gives them valuable life skills which I am sure they will enjoy. Also remember there will be a pre-set daily maximum spend limit.

System Information

As this is a software based system, it will be possible for the school to generate detailed reports on all aspects of use. This will be an invaluable planning tool for the school and catering department. It will also have the facility to generate individual reports for students.

Note – regarding Data Handling

As mentioned above this system will hold certain data about our student to enable it to operate accurately. This will include for each student information about their name, tutor group, photograph, account balance and meal entitlement. This data will be handled under the guidelines of the data protection and only used by parties directly involved with the implementation of the system.